FIN: Create Expense Report and/or Verify T&H Card Transactions for Departments

Overview

- All employees can create and review **their own** expense report in Workday, or request that a Procurement and Expense Specialist do so on their behalf by emailing Finance_Delivery@iastate.edu
  - *If a specialist creates one on behalf of an employee, it will route to that employee for review*
  - *You may also partially complete an expense report, save for later, and then hand off the remaining portion to your Procurement and Expense Specialist by emailing them the expense report number*
- Employees **cannot** create an expense report in Workday on behalf of another employee.
- Expense reports may contain reimbursable items and/or Travel & Hospitality Card (T&H) transactions (non-reimbursable).
- Employees with T&H Cards can use them for all travel and hospitality expenses. **T&H Card transactions interface into Workday and must be reconciled through an expense report.**
- Submitted expense reports route through the following review/approvals:
  - *If submitted by employee¸* reviewed by Procurement and Expense Specialist
  - *If submitted on behalf of employee by Procurement and Expense Specialist,* review by employee
  - *If authorization contains Grant Worktag,* review by the Grant Finance Specialist
  - Approval by Cost Center Manager(s) associated with funding for the authorization
- **For more information, reference the 'Creating Expense Reports' or the 'Expense Reporting and Travel & Hospitality Cards computer-based training on Learn@ISU (WKC-TRN-FIN-EXP-ON/WKC-TRN-FIN-EXPTH-ON)**

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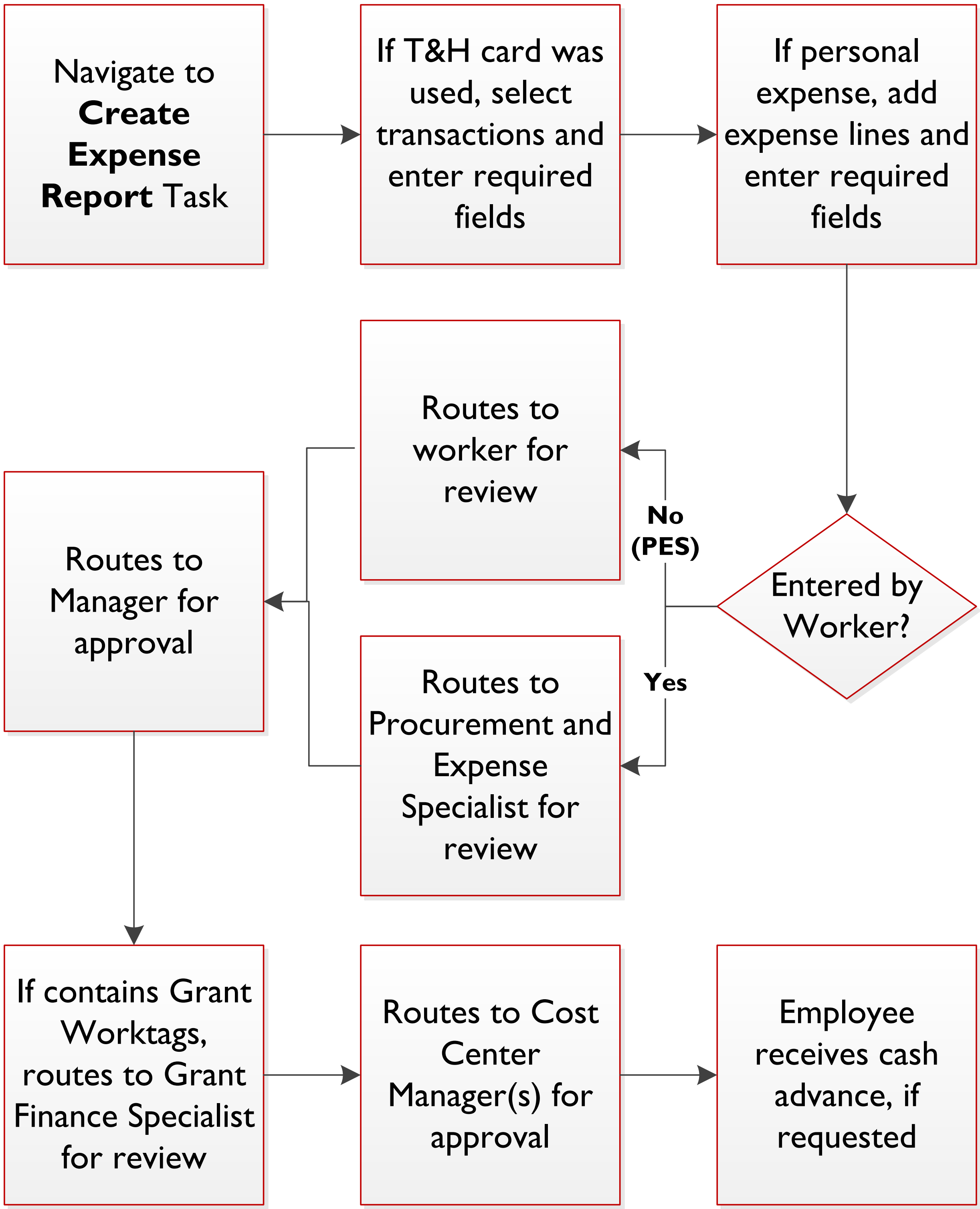
Business Process Flow



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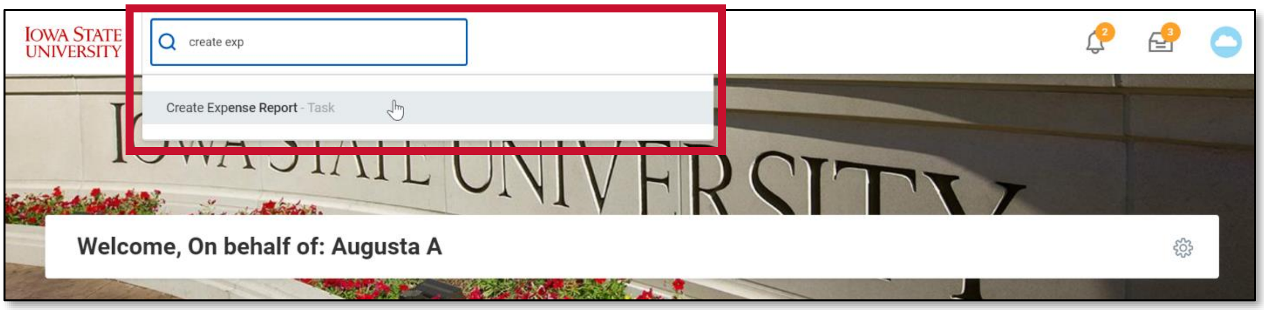
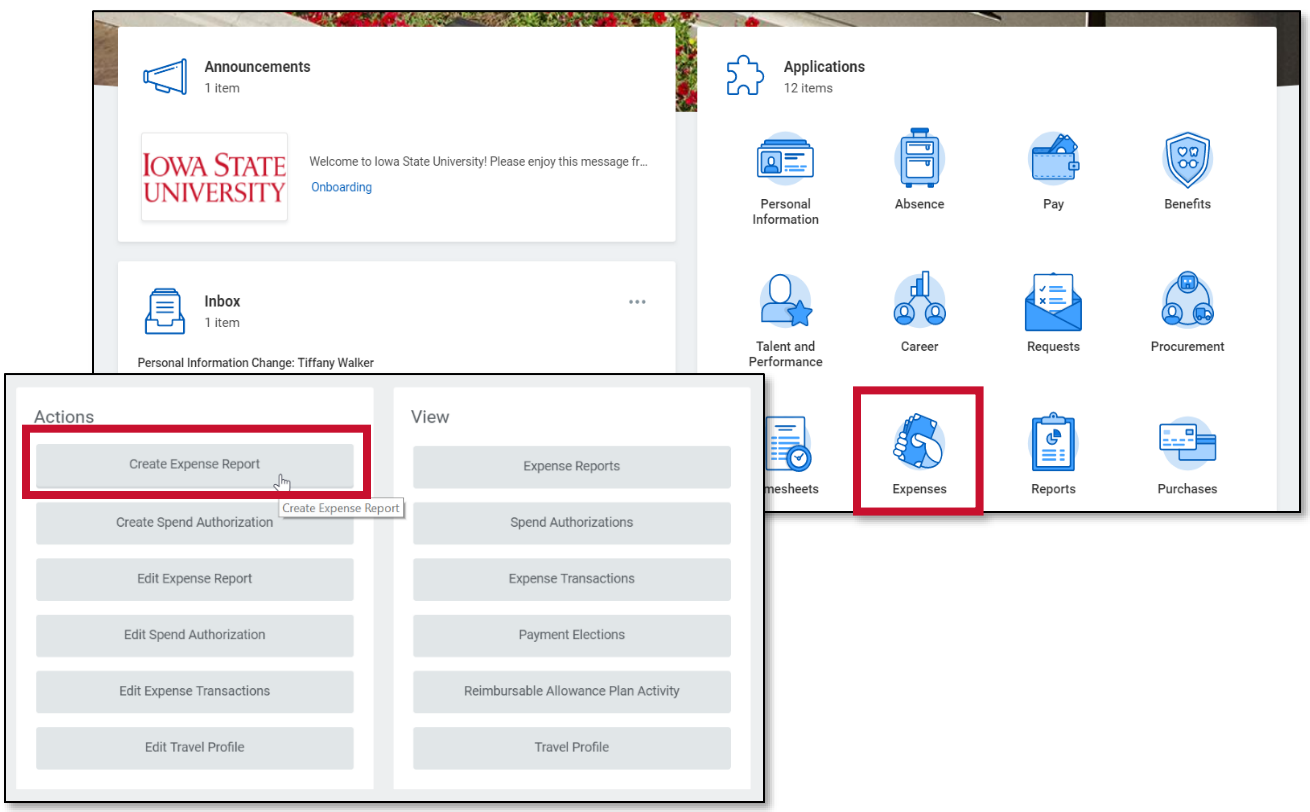
1. Navigate to the Create Expense Report Task

1. You can access the **Create Expense Report** task in two ways:
    a. Searching **Create Expense Report** in the search bar on the Workday Landing Page

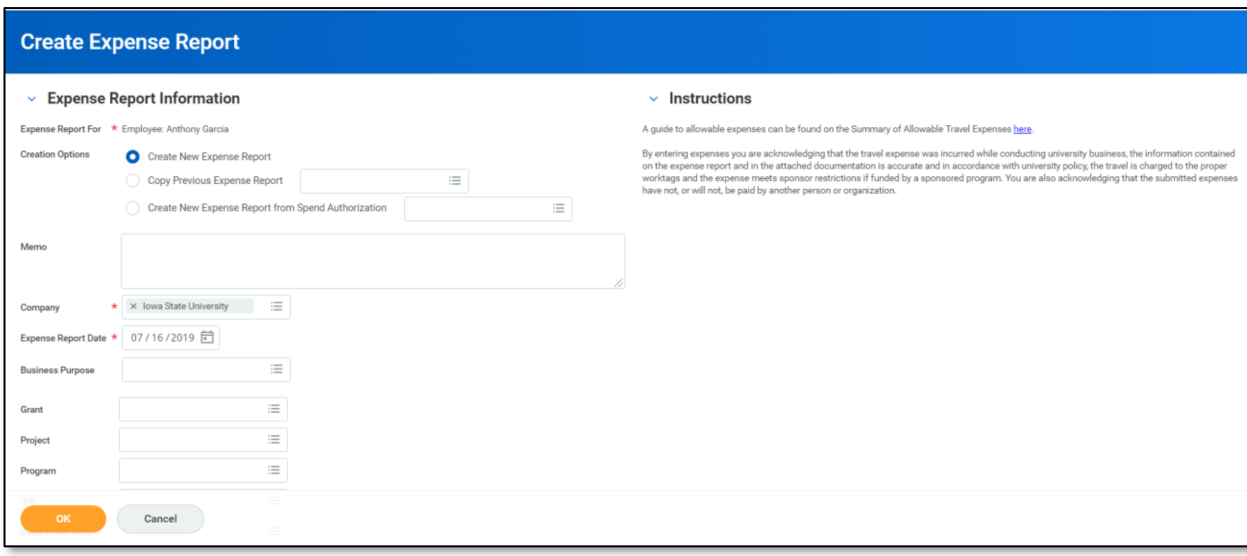


    b. By selecting the **Create Expense Report** task within the Expenses Application

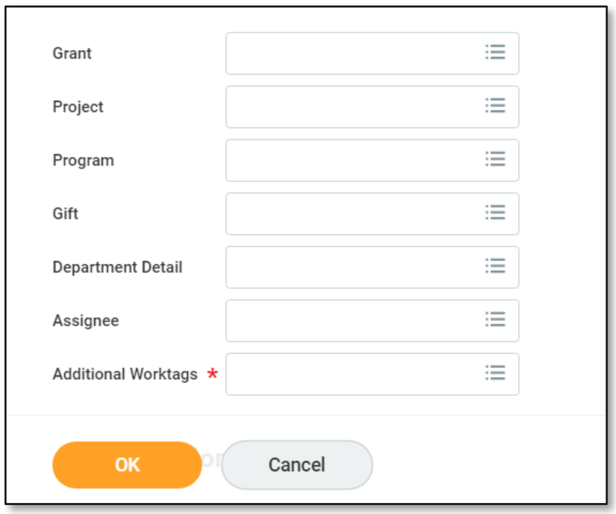


2. Create Expense Report Header

1. The expense report header contains summary information for the report.
2. **Expense Report For:** Will populate with your name.
3. **Creation Options:** You may create a new expense report, copy from a previous expense report, or create a new expense report from a spend authorization.
    a. When copying from a previous expense report or spend authorization, expense lines from those transactions will automatically populate.
4. **Memo:** Enter a reason for the expense report. This is an expansion of the **Business. Purpose** field, stating the "why" of the expense. It is used as a field to provide details to justify an expense to future auditors and to be clear on the benefits of the expense.
5. **Company:** Will always be Iowa State University.
6. **Expense Report Date**: Defaults to today's date, which is the date you are creating the expense report.
7. Select a **Business Purpose** from the drop-down menu.



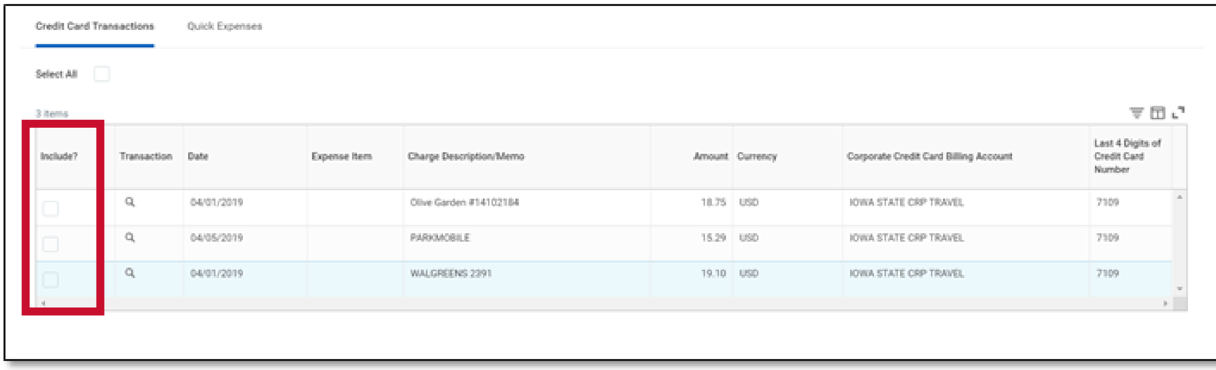
8. Finally, enter Worktags for the expense report.
    a. A **Driver Worktag (Program, Grant, Project, Gift)** can be entered at the header level here, or by expense line in the next screen. Driver Worktags will populate other required Worktags in the **Additional Worktags** field.
        i. <u>Do not adjust Additional Worktags</u>, you will receive an error message when doing so and must re-enter the Driver Worktag to resolve.
    b. If you are not aware of the **Driver Worktag** for your report, leave blank and the Procurement and Expense Specialist will enter on your behalf after you submit.



3. Select T&H Card Transactions *as applicable*

1. If the worker has a Travel & Hospitality card, any unreconciled T&H Card transactions for that worker will appear at the bottom of the screen. Select the transactions (within the 'Include?' column) that you wish to reconcile through this report.
    a. All T&H Card transactions **must** be reconciled through an expense report
    b. *See section 6 to learn another way to view outstanding T&H card transactions*

2. Select **OK** to take you to the next screen where you will add the expense line.



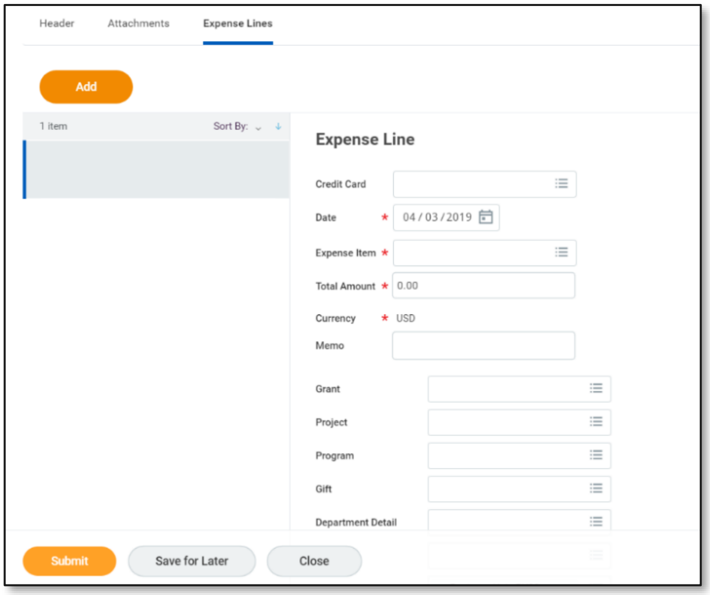
4. Adding Expense Lines

At the top of the next screen, we see that Workday has assigned an expense report number. We also see error messages. Workday will notify users of required fields to submit the expense report.

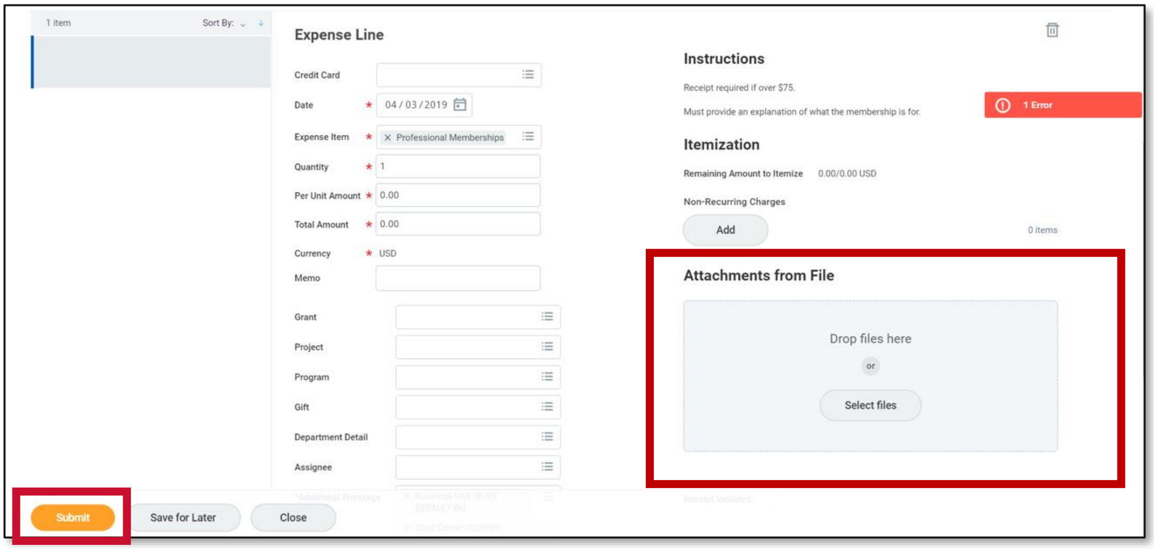
1. There are three tabs on this screen:
    a. **Header Tab:** Contains information entered on the first screen. You can edit any of the information listed by selecting **Edit**.
    b. **Attachments Tab**: Upload supporting documents (such as receipts or emails) that may be required. Documents can also be attached to each expense line.
        i. Note: Attachments may be added by the initiator of the expense report as well as the Procurement and Expense Specialist. Cost Center Managers may not add attachments as part of their approval.
        ii. Attachments may be uploaded to a report through the Mobile Application
    c. **Expense Lines Tab**: Enter information for reimbursable and non-reimbursable expenses.
2. To add a new expense line within the **Expense Lines** tab, select the **Add** button and then select **New Expense**.
    a. If you selected T&H Card transactions in the previous screen, those lines will populate.
    b. If you selected to copy from an existing expense report or create expense report from a spend authorization in the previous screen. The lines will populate when an existing expense report is selected.

3. Enter information for the **Expense Line:**
   a. The **Date** is the day that the expenses were incurred.
   b. The **Expense Item** is the classification of the expense that was incurred. For example, a flight to another state would be "Airfare – Out of State."
      i. Additional **Item Details** may be required depending on the expense item that was selected. Be sure to fill this section out before submitting the expense report.
      ii. **Daily Meals:** You are required to enter the start/end time of travel for the day to determine eligibility for reimbursement. For a full day's travel, enter 12:01 AM for departure time and 11:59 PM for arrive time. You may combine breakfast, lunch, and dinner into one expense line.
   c. The **Quantity** is how many units were purchased, and the **Per Unit Amount** is the cost of 1 unit. The **Total Amount** is automatically calculated by taking the quantity times the per unit amount.
   d. The **Memo** field is used to specify what the item in each expense line is.

e. If you did not enter a Worktag at the header, you may enter the **Driver Worktag** associated with this expense line.



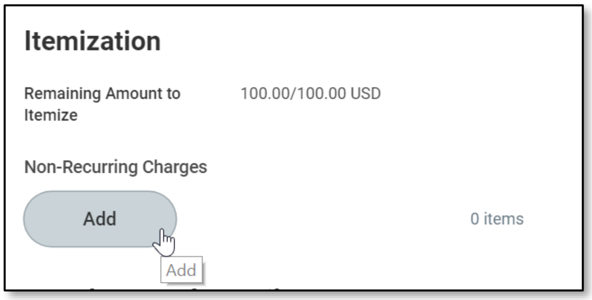
4. The **Itemization Section** is used to itemize an expense, such as hotel bill, or split funding for a line across multiple Worktags (*see section 5 to itemize an expense line*).
5. Upload receipts or additional documentation (such as an email) in the **Attachments from File** section
   a. **Receipts** need to be attached for items $75 or over, or for certain circumstances
   b. Be sure to select the **Receipt Included** checkbox before submitting.



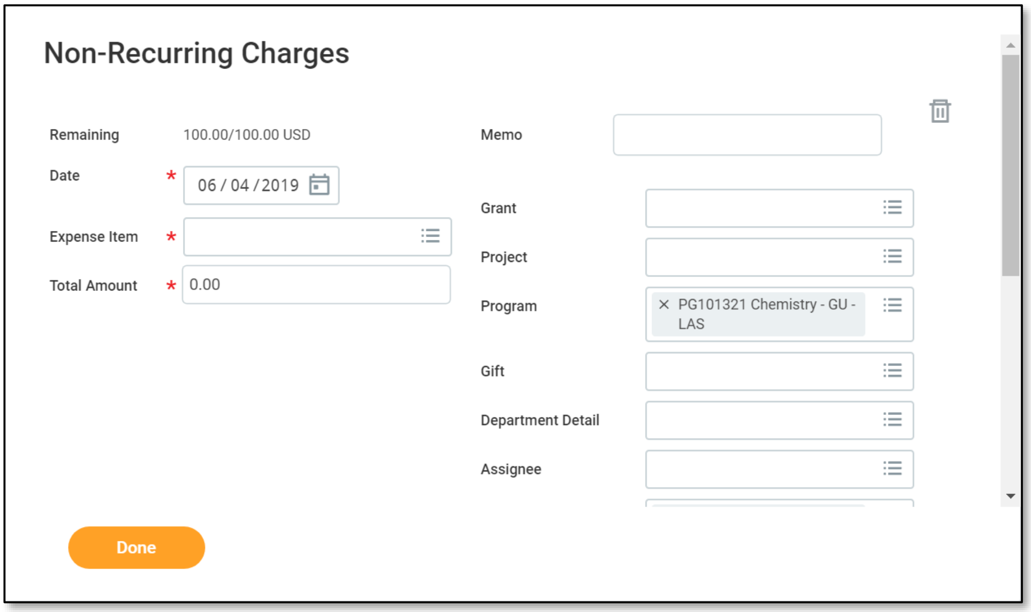
6. Review the **Expense Line** information included in the report, and then select **Submit** to begin the approval routing process. You will be taken to a 'Details and Process' screen to review the next steps for the expense report.

5. Itemize an Expense Line

1. Expense lines, such as hotel bills containing room service, may need to be itemized. Additionally, an expense line may be split across multiple Worktags. The Itemization section allows users to do so.
2. To itemize a line, enter information for the expense line and then select **Add** in the **Itemization** section.



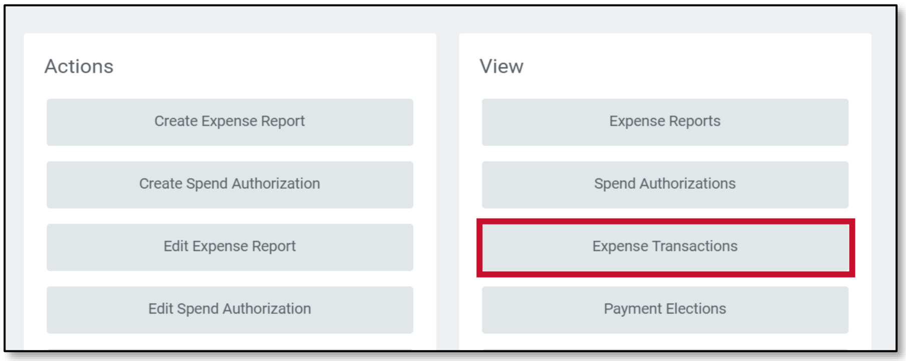
3. Information for the expense line will populate in this next window, including the expense item, total amount and Worktags.
   a. Scroll to the bottom of the screen and select **Add** to add a split.
   b. Use the **Total Amount** field for each split to adjust the amount to be allocated to each set of Worktags.
   c. Once complete, select **Done**.



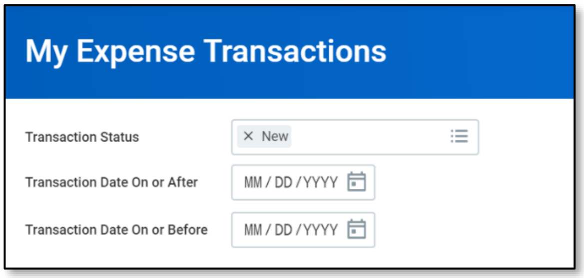
6. View Unreconciled T&H Card Transactions

All T&H Card transactions must be reconciled through an expense report. Card transactions may be reconciled by the cardholder, or the Procurement and Expense Specialist. Outstanding card transactions are visible when creating an expense report and can also be viewed through the Expenses Application.

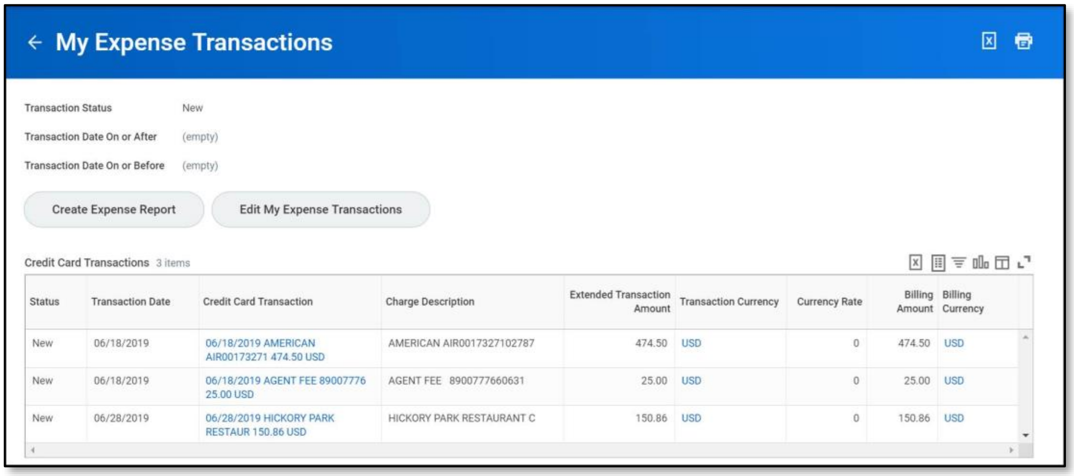
1. Select view **Expense Transactions** within the Expenses Application



2. Search for transactions in a status of **New** to see those that have not been reconciled through an expense report



3. View unreconciled transaction details through the report output



Status	Transaction Date	Credit Card Transaction	Charge Description	Extended Transaction Amount	Transaction Currency	Currency Rate	Billing Amount	Billing Currency
New	06/18/2019	06/18/2019 AMERICAN AIR00173271 474.50 USD	AMERICAN AIR0017327102787	474.50	USD	0	474.50	USD
New	06/18/2019	06/18/2019 AGENT FEE 89007776 25.00 USD	AGENT FEE 8900777660631	25.00	USD	0	25.00	USD
New	06/28/2019	06/28/2019 HICKORY PARK RESTAUR 150.86 USD	HICKORY PARK RESTAURANT C	150.86	USD	0	150.86	USD